Apprenticeship and Industry Training

Hairstylist

Apprenticeship Course Outline

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Government of Alberta

Apprenticeship and Industry Training

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Hairstylist
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Apprenticeship

Apprenticeship is post-secondary education with a difference. Apprenticeship begins with finding an employer. Employers hire apprentices, pay their wages and provide on-the-job training and work experience. Approximately 80 per cent of an apprentice's time is spent on the job under the supervision of a certified journeyperson or qualified tradesperson. The other 20 per cent involves technical training provided at, or through, a post-secondary institution – usually a college or technical institute.

To become certified journeypersons, apprentices must learn theory and skills, and they must pass examinations. Requirements for certification—including the content and delivery of technical training—are developed and updated by the Alberta Apprenticeship and Industry Training Board on the recommendation of Hairstylist Provincial Apprenticeship Committee.

The graduate of the Hairstylist apprenticeship program is a certified journeyperson who will be able to perform the following tasks:

- haircutting
- chemical texturing, chemical relaxing
- hair colouring
- eyebrow and eyelash treatment
- facial services for hairstyling purposes (moustaches and beards)
- wigs and hair additions
- hair and scalp shampooing, treatments and massage
- wet to dry styling
- perform assigned tasks in accordance with quality and production standards required by industry.

Apprenticeship and Industry Training System

Industry-Driven

Alberta's apprenticeship and industry training system is an industry-driven system that ensures a highly skilled, internationally competitive workforce in more than 50 designated trades and occupations. This workforce supports the economic progress of Alberta and its competitive role in the global market. Industry (employers and employees) establishes training and certification standards and provides direction to the system through an industry committee network and the Alberta Apprenticeship and Industry Training Board. The Alberta government provides the legislative framework and administrative support for the apprenticeship and industry training system.

Alberta Apprenticeship and Industry Training Board

The Alberta Apprenticeship and Industry Training Board provides a leadership role in developing Alberta's highly skilled and trained workforce. The board's primary responsibility is to establish the standards and requirements for training and certification in programs under the Apprenticeship and Industry Training Act. The board also provides advice to the Minister of Advanced Education and Technology on the needs of Alberta's labour market for skilled and trained workers, and the designation of trades and occupations.

The thirteen-member board consists of a chair, eight members representing trades and four members representing other industries. There are equal numbers of employer and employee representatives.

Industry Committee Network

Alberta's apprenticeship and industry training system relies on a network of industry committees, including local and provincial apprenticeship committees in the designated trades, and occupational committees in the designated occupations. The network also includes other committees such as provisional committees that are established before the designation of a new trade or occupation comes into effect. All trade committees are composed of equal numbers of employer and employee representatives. The industry committee network is the foundation of Alberta's apprenticeship and industry training system.

Local Apprenticeship Committees (LAC)

Wherever there is activity in a trade, the board can set up a local apprenticeship committee. The board appoints equal numbers of employee and employer representatives for terms of up to three years. The committee appoints a member as presiding officer. Local apprenticeship committees:

- monitor apprenticeship programs and the progress of apprentices in their trade, at the local level
- make recommendations to their trade's provincial apprenticeship committee (PAC) about apprenticeship and certification in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- make recommendations to the board about the appointment of members to their trade's PAC
- help settle certain kinds of disagreements between apprentices and their employers
- carry out functions assigned by their trade's PAC or the board

Provincial Apprenticeship Committees (PAC)

The board establishes a provincial apprenticeship committee for each trade. It appoints an equal number of employer and employee representatives, and, on the PAC's recommendation, a presiding officer - each for a maximum of two terms of up to three years. Most PACs have nine members but can have as many as twenty-one. Provincial apprenticeship committees:

- Make recommendations to the board about:
  - standards and requirements for training and certification in their trade
  - courses and examinations in their trade
  - apprenticeship and certification
  - designation of trades and occupations
  - regulations and orders under the Apprenticeship and Industry Training Act
- monitor the activities of local apprenticeship committees in their trade
- determine whether training of various kinds is equivalent to training provided in an apprenticeship program in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- consult with other committees under the Apprenticeship and Industry Training Act about apprenticeship programs, training and certification and facilitate cooperation between different trades and occupations
- consult with organizations, associations and people who have an interest in their trade and with employers and employees in their trade
- may participate in resolving certain disagreements between employers and employees
- carry out functions assigned by the board

Hairstylist PAC Members at the Time of Publication

Mr J. Vanden Dungen	Raymond	Presiding Officer
Ms. K. Bula	Edmonton	Employer
Ms. J. Fredrickson	Grande Prairie	Employer
Mr. M. Nasrallah	Calgary	Employer
Ms. H. Nikolay	Ardrossan	Employer
Ms. B. Chartrand	St. Albert	Employer
Ms. A. Fohry	Lloydminster	Employer
Ms. F. Nasser	Calgary	Employee
Mr. C. Neeb	Edmonton	Employee
Ms. K. Brosda	Sherwood Park	Employee
Ms. B. Romeo	Langdon	Employee

Alberta Government

Alberta Advanced Education and Technology works with industry, employer and employee organizations and technical training providers to:

- facilitate industry's development and maintenance of training and certification standards
- provide registration and counselling services to apprentices and employers
- coordinate technical training in collaboration with training providers
- certify apprentices and others who meet industry standards

Technical Institutes and Colleges

The technical institutes and colleges are key participants in Alberta's apprenticeship and industry training system. They work with the board, industry committees and Alberta Advanced Education and Technology to enhance access and responsiveness to industry needs through the delivery of the technical training component of apprenticeship programs. They develop lesson plans from the course outlines established by industry and provide technical training to apprentices.

Apprenticeship Safety

Safe working procedures and conditions, incident/injury prevention, and the preservation of health are of primary importance in apprenticeship programs in Alberta. These responsibilities are shared and require the joint efforts of government, employers, employees, apprentices and the public. Therefore, it is imperative that all parties are aware of circumstances that may lead to injury or harm.

Safe learning experiences and healthy environments can be created by controlling the variables and behaviours that may contribute to or cause an incident or injury. By practicing a safe and healthy attitude, everyone can enjoy the benefit of an incident and injury free environment.

Alberta Apprenticeship and Industry Training Board Safety Policy

The Alberta Apprenticeship and Industry Training Board fully supports safe learning and working environments and encourages the teaching of proper safety procedures both within trade specific training and in the workplace.

Trade specific safety training is an integral component of technical training, while ongoing or general non-trade specific safety training remains the responsibility of the employer and the employee as required under workplace health and safety legislation.

Workplace Responsibilities

The employer is responsible for:

- training employees and apprentices in the safe use and operation of equipment
- providing and maintaining safety equipment, protective devices and clothing
- enforcing safe working procedures
- providing safeguards for machinery, equipment and tools
- observing all accident prevention regulations

The employee and apprentice are responsible for:

- working in accordance with the safety regulations pertaining to the job environment
- working in such a way as not to endanger themselves, fellow employees or apprentices

Workplace Health and Safety

A tradesperson is often exposed to more hazards than any other person in the work force and therefore should be familiar with and apply the Occupational Health and Safety Act, Regulations and Code when dealing with personal safety and the special safety rules that apply to all daily tasks.

Workplace Health and Safety (Alberta Employment, Immigration and Industry) conducts periodic inspections of workplaces to ensure that safety regulations for industry are being observed.

Additional information is available at www.worksafely.org

Technical Training

Apprenticeship technical training is delivered by the technical institutes and many colleges in the public post-secondary system throughout Alberta. The colleges and institutes are committed to delivering the technical training component of Alberta apprenticeship programs in a safe, efficient and effective manner. All training providers place great emphasis on safe technical practices that complement safe workplace practices and help to develop a skilled, safe workforce.

The following institutions deliver Hairstylist apprenticeship technical training:

Delmar College of Hair Design Ltd.	Calgary
Eveline Charles Academy	Edmonton

Procedures for Recommending Revisions to the Course Outline

Advanced Education and Technology has prepared this course outline in partnership with the Hairstylist Provincial Apprenticeship Committee.

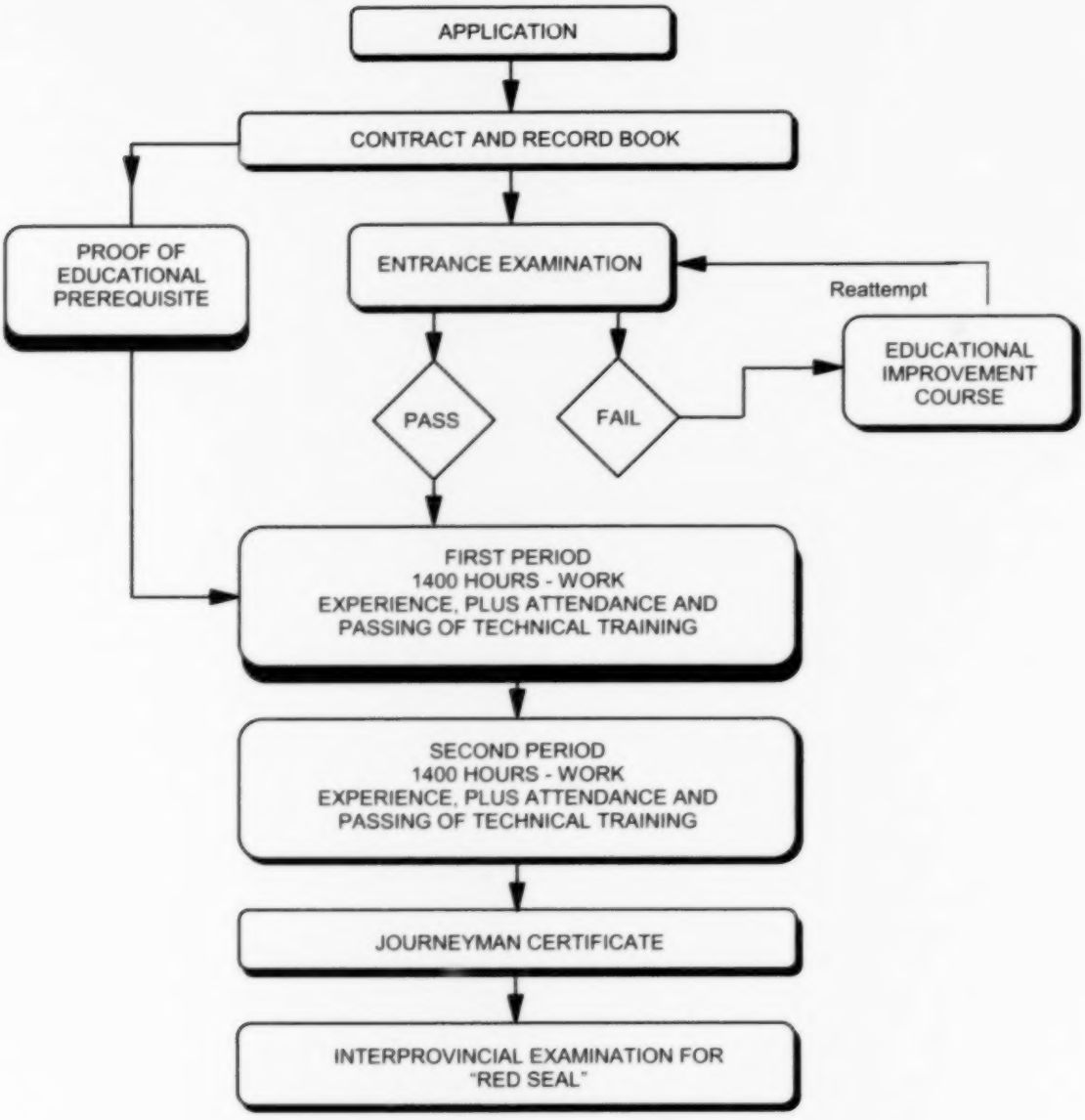
This course outline was approved on December 12, 2009 by the Alberta Apprenticeship and Industry Training Board on a recommendation from the Provincial Apprenticeship Committee. The valuable input provided by representatives of industry and the institutions that provide the technical training is acknowledged.

Any concerned individual or group in the province of Alberta may make recommendations for change by writing to:

Hairstylist Provincial Apprenticeship Committee
c/o Industry Programs and Standards
Apprenticeship and Industry Training
Advanced Education and Technology
10th floor, Commerce Place
10155 102 Street NW
Edmonton AB T5J 4L5

It is requested that recommendations for change refer to specific areas and state references used. Recommendations for change will be placed on the agenda for regular meetings of the Hairstylist Provincial Apprenticeship Committee.

Apprenticeship Route toward Certification



Hairstylist Training Profile
FIRST PERIOD
(10 Weeks 35 Hours per Week – Total of 350 Hours)

SECTION ONE

SAFETY, PERSONAL AND PROFESSIONAL DEVEPOLMENT
17.5 HOURS

A	B	C
General and Personal Safety 2.6 Hours	WHMIS 1.75 Hours	Hygiene and Infection Control 8.75 Hours
D	**E**	
Provincial Regulations 1.75 Hours	Ethics 2.65 Hours	

SECTION TWO

CLIENT SERVICES
35 HOURS

A	B	C
Client Consultation 7 Hours	Client Records 3.5 Hours	Service Consultation 7 Hours
D	**E**	
Client Aftercare 5.25 Hours	Communication 12.25 Hours	

SECTION THREE

FACILITY AND EQUIPMENT
17.5 HOURS

A	B
Salon Equipment 7 Hours	Hairstylist Tools and Electrical Equipment 10.5 Hours

SECTION FOUR

PROPERTIES OF HAIR AND SCALP
17.5 HOURS

A	B	C
Structure of Hair 1.75 Hours	Chemical Composition of Hair 3.5 Hours	Hair Analysis 3.5 Hours
D	**E**	**F**
Hair Growth 1.75 Hours	Hair Damage 2.6 Hours	Disorders of Hair and Scalp 4.4 Hours

SECTION FIVE

DRAPING, SHAMPOOING AND TREATMENTS
52.5 HOURS

A	B	C
Draping 10.5 Hours	Shampoos and Conditioners 10.5 Hours	Shampooing and Conditioning Methods 21 Hours
D	**E**	
Hair Treatments 5.25 Hours	Scalp Treatments 5.25 Hours	

SECTION SIX

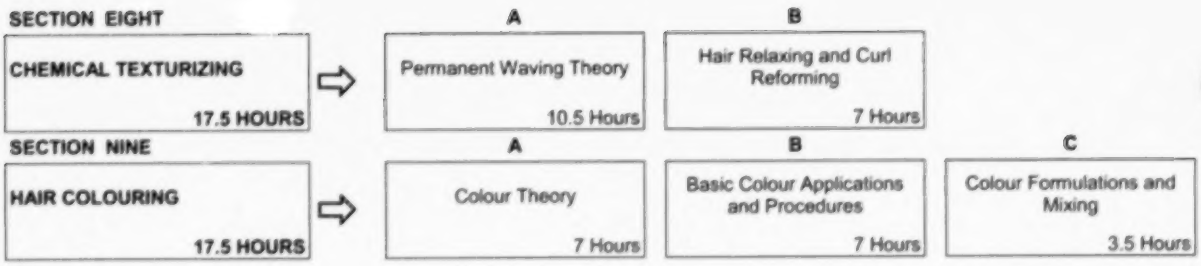
HAIRCUTTING
140 HOURS

A	B	C
Types of Haircuts 42 Hours	Moustaches and Beards 2.8 Hours	Basic Haircuts and Cutting Procedures 95.2 Hours

SECTION SEVEN

HAIRSTYLING
35 HOURS

A	B	C
Designing Hairstyles 7 Hours	Styling Methods and Procedures 14 Hours	Finishing Techniques 14 Hours


SECTION EIGHT
CHEMICAL TEXTURIZING
17.5 HOURS
A
Permanent Waving Theory
10.5 Hours
B
Hair Relaxing and Curl Reforming
7 Hours
SECTION NINE
HAIR COLOURING
17.5 HOURS
A
Colour Theory
7 Hours
B
Basic Colour Applications and Procedures
7 Hours
C
Colour Formulations and Mixing
3.5 Hours

Second Period
(10 Weeks 35 Hours per Week – Total of 350 Hours)

		A	B	C	D	E
SECTION ONE	**ANATOMY AND PHYSIOLOGY 17.5 HOURS**	Skeletal System 3.5 Hours	Muscular System 3.5 Hours	Circulatory System 3.5 Hours	Nervous System 2.6 Hours	Skin Structure and Disorders 4.4 Hours
SECTION TWO	**CHEMICAL TEXTURIZING 90 HOURS**	Perming Techniques 54 Hours	Methods of Hair Relaxing 36 Hours			
SECTION THREE	**SALON BUSINESS AND PROFESSIONAL DEVELOPMENT 17.5 HOURS**	Understanding Salon Staffing and Management 5.25 Hours	Marketing and Client Building 5.25 Hours	Professional Development 7 Hours		
SECTION FOUR	**HAIR COLOURING AND PRE-LIGHTENING (BLEACHING) 90 HOURS**	Hair Colouring 27.75 Hours	Pre-Lightening 17.5 Hours	Specialized Colouring Techniques 36 Hours	Corrective Colouring 8.75 Hours	
SECTION FIVE	**HAIRSTYLING 52.5 HOURS**	Styling and Finishing Techniques 26.25 Hours	Tools and Styling Products 10.5 Hours	Specialty Techniques and Procedures 15.75 Hours		
SECTION SIX	**HAIRCUTTING 70 HOURS**	Haircutting Techniques 35 Hours	Moustache and Beard Design 7 Hours	Finishing and Personalizing Haircuts 28 Hours		
SECTION SEVEN	**SPECIALTY SERVICES 8.75 HOURS**	Wigs, Hairpieces and Additions 2.625 Hours	Facial Hair Removal 2.625 Hours	Makeup Application 3.5 Hours		
SECTION EIGHT	**WORKPLACE COACHING SKILLS AND ADVISORY NETWORK 3.75 HOURS**	Coaching Skills 1.25 Hours	Industry Network 1.25 Hours	Interprovincial Standards 1.25 Hours		

NOTE: The hours stated are for guidance and should be adhered to as closely as possible. However, adjustments must be made for rate of apprentice learning, statutory holidays, registration and examinations for the training establishment and Apprenticeship and Industry Training.

FIRST PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

NOTE: The safety and precautionary methods and procedures are to be reinforced throughout all of the training, when, and as, the subject matter is being practised or demonstrated.

SECTION ONE: .....SAFETY PERSONAL AND PROFESSIONAL DEVELOPMENT..... 17.5 HOURS

A. General Safety ..... 2.6 Hours

Outcome: ***Describe safe work practices, and personal and public protection.***

1. Explain responsibilities of the employee, employer and government.
2. Describe general safeties and accident prevention.
3. Describe personal protective equipment and practices used in salon applications.
4. List simple safety and first aid applications for minor burns, cuts, choking, eye injury and fainting procedures.
5. Apply ergonomic practices and procedures that apply in a salon.

B. Workplace Hazardous Materials Information System (WHMIS) ..... 1.75 Hours

Outcome: ***Apply the requirements of WHMIS in the salon.***

1. Describe the three key elements of WHMIS.
2. Identify WHMIS hazard symbols.
3. Interpret the Material Safety Data Sheet (MSDS).
4. Describe the location or placement of a chemical storage area and the proper storage of chemicals.

C. Hygiene and Infection Control ..... 8.75 Hours

Outcome: ***Apply infection control and hygiene procedures in a salon.***

1. Describe the types and processes used in the different levels of infection control.
2. Explain the differences between cleaning, disinfection and sterilization.
3. Describe the importance of cleaning all equipment and work facilities for clients and staff
4. Demonstrate personal and public hygiene procedures used in preventing the spreading of contagious or communicable diseases.

D. Provincial Regulations ..... 1.75 Hours

Outcome: ***Describe Provincial Regulations.***

1. Define the impact of all Provincial Regulations pertaining to each department and the fundamental purpose of each department as it relates to the hairstylist trade.
2. Outline the need for insurance coverage of various policies including implications resulting from lack of insurance coverage.

E. Ethics ..... **2.625 Hours**

Outcome: ***Apply personal and professional ethics for salon success.***

1. Describe the rules of professional ethics and how they relate to an individuals professional success.
2. Demonstrate professional ethics and personal ethics.

SECTION TWO: ..... **CLIENT SERVICES** ..... **35 HOURS**

A. Client Consultation ..... **7 Hours**

Outcome: ***Demonstrate the ability to gather client information.***

1. Describe the factors to determine a successful consultation.
2. Describe the phases to successfully perform a consultation.
3. Demonstrate the procedural steps to successfully perform a consultation.

B. Client Records ..... **3.5 Hours**

Outcome: ***Demonstrate the ability to complete and keep accurate client records.***

1. Describe the type of client information to record.
2. Demonstrate how to complete and use a client record card or data base.
3. Demonstrate how to use and complete a client release forms/statement.

C. Service Consultation ..... **7 Hours**

Outcome: ***Demonstrate the ability to gather client information to ensure predictable results for all services.***

1. Describe the factors that determine a successful service consultation.
2. Describe hair and scalp analysis procedures.
3. Describe chemical service testing procedures.
4. Describe colour service testing procedures.

D. Client Aftercare ..... **5.25 Hours**

Outcome: ***Demonstrate the ability to recommend and prescribe professional hair care products for client's home use.***

1. Identify client needs and recommend the best products for home use.
2. Describe how to prescribe professional hair products.

E. Communication.....12.25 Hours

Outcome: ***Apply the skills required to communicate in the hairstyling industry.***

1. Identify and explain all elements of verbal and non-verbal communication.
2. Apply active listening skills
3. Describe professional conversation and topics to avoid.
4. Define rapport and how it is used to improve relations with others.
5. Identify the factors that influence good human relations in the workplace.
6. Describe how to identify personality patterns and personality type indicators.
7. Demonstrate the procedures in greeting a client.

SECTION THREE: ..... FACILITY AND EQUIPMENT ..... 17.5 HOURS

A. Salon Equipment .....7 Hours

Outcome: ***Demonstrate the use and care of equipment used in a salon and understand associated terminology.***

1. Identify the different types of equipment used in the operation of a salon.
2. Demonstrate the safety and maintenance measures to be followed in the use of all equipment used in salon operations.
3. Describe the safety and maintenance measures to be followed in the use and maintenance of all equipment.

B. Hairstylist Tools and Electrical Equipment .....10.5 Hours

Outcome: ***Demonstrate the use and care of tools in a salon.***

1. Understand the principles of electrical equipment safety.
2. Describe the care and use of all current tools used in the industry.
3. Demonstrate the infection control and safety measures to be followed in the use and maintenance of all hairstylist tools and electrical equipment.

SECTION FOUR: ..... PROPERTIES OF HAIR AND SCALP ..... 17.5 HOURS

A. Structure of the Hair .....1.75 Hours

Outcome: ***Describe the structure of hair.***

1. Describe the structure of hair root.
2. Describe the structures of the shaft.

B. Chemical Composition of Hair .....3.5 Hours

Outcome: ***Describe the chemical composition of hair.***

1. Describe the side bonds of the cortex.
2. Describe pigment of hair.
3. Describe wave pattern of hair.

C. Hair Analysis ..... 3.5 Hours

Outcome: ***Describe hair analysis***

1. Describe the texture of hair.
2. Describe the density of hair.
3. Describe the porosity of hair.
4. Describe the elasticity of hair.
5. Describe the growth patterns of hair.
6. Describe dry hair and scalp.
7. Describe oily hair and scalp.

D. Hair Growth ..... 1.75 Hours

Outcome: ***Describe the growth of hair.***

1. Describe the phases and growth cycles of the hair.

E. Hair Damage ..... 2.6 Hours

Outcome: ***Describe mechanical, environmental, chemical and thermal hair damage.***

1. Describe the reaction of the hair to mechanical, environmental, chemical and thermal change.
2. Describe the difference between mechanical, environmental, chemical and thermal damage.
3. Identify the different ways to recognize each type of damage.
4. Describe the damage resulting from chemicals and thermal tools.
5. Describe preventive measures for mechanical, environmental, chemical and thermal damage.

F. Disorders of Hair and Scalp ..... 4.4 Hours

Outcome: ***Describe and recognize hair and scalp disorders.***

1. Describe the types of hair disorders.
2. Describe the types of scalp disorders.
3. Describe treatments for hair and scalp disorders.

SECTION FIVE: ..... DRAPING, SHAMPOOING AND TREATMENTS ..... 52.5 HOURS

A. Draping ..... 10.5 Hour

Outcome: ***Demonstrate the proper procedure for draping clients.***

1. Describe the purpose of capes, smocks and other protective wear.
2. Describe the types of capes and their uses.
3. Describe the care of capes, smocks and other protective wear.
4. Demonstrate the proper draping techniques for all types of services.
5. Demonstrate how to brush hair as a preliminary procedure.

B. Shampoos and Conditioners ..... 10.5 Hours

Outcome: ***Describe the different types of shampoos and conditioners.***

1. List the different types of shampoos and describe their purpose in cleansing the hair.
2. List the different types of conditioners and describe their purpose.
3. Describe the correct shampoo and conditioning services.
4. List and identify the ingredients in shampoos and conditioners.

C. Shampooing and Conditioning Methods ..... 21 Hours

Outcome: ***Demonstrate the ability perform shampoos and apply conditioners.***

1. Describe the purpose of scalp manipulations.
2. Demonstrate the correct procedures in performing a proper shampoo and conditioning treatments.

D. Hair Treatments ..... 5.25 Hours

Outcome: ***Demonstrate the ability to recognize and treat hair conditions and the appropriate techniques.***

1. Demonstrate the correct procedures in performing a proper hair treatment.
2. Demonstrate the proper formulations and method to correct hair problems.
3. Describe the effects of conditioners and treatments on hair.
4. Demonstrate the application procedures for the different types of conditioners.

E. Scalp Treatments ..... 5.25 Hours

Outcome: ***Demonstrate the ability to recognize and treat scalp conditions and the appropriate brushing and massaging techniques.***

1. Describe the purpose and steps involved in giving scalp treatments.
2. Describe the purpose and proper procedure in recognizing scalp conditions.
3. Demonstrate brushing of hair and application of creams.
4. Demonstrate scalp treatment manipulations.

SECTION SIX: ..... HAIRCUTTING ..... 140 HOURS

A. Types of Haircuts ..... 42 Hours

Outcome: ***Describe the basic types of haircuts.***

1. Describe the basic types of haircuts.
2. Describe the fundamentals of haircuts.
3. Describe the different designs and textures of hair for client suitability.

B. Moustaches and Beards ..... 2.8 Hours

Outcome: ***Describe the different types of moustaches and beards.***

1. Describe the different types of moustaches and beards.
2. Describe the different designs for client suitability.
3. Demonstrate techniques for cutting moustaches and beards.

C. Basic Haircuts and Cutting Procedures ..... 95.2 Hours

Outcome: ***Demonstrate the ability to use all haircutting skills.***

1. Describe the basic principles of haircutting.
2. Demonstrate the proper use of haircutting tools.
3. Demonstrate the correct posture and body position when cutting hair.
4. Demonstrate haircutting skills and procedures.

SECTION SEVEN: ..... HAIRSTYLING ..... 35 HOURS

A. Designing Hairstyles ..... 7 Hours

Outcome: ***Demonstrate the ability to design and create hairstyles from wet to dry.***

1. Explain how to analyze and determine specific hair characteristics that influence a design decision.
2. Identify the primary considerations that are used prior to designing a hairstyle.

B. Styling Methods and Procedures ..... 14 Hours

Outcome: ***Demonstrate the ability to complete hairstyling techniques and procedures for styling.***

1. Demonstrate finger waving, pin curling and roller setting.
2. Demonstrate wet set styling methods, techniques and procedures for styling hair.
3. Demonstrate thermal styling methods, techniques and procedures for styling hair.
4. Demonstrate the various blow-dry styling techniques.
5. Demonstrate the correct procedures and use of styling products.

C. Finishing Techniques ..... 14 Hours

Outcome: ***Demonstrate the ability to perform basic finishing techniques.***

1. Demonstrate the procedures to relax the hair and re-establish the design lines.
2. Demonstrate back-combing and comb out techniques.
3. Demonstrate how to create textured effects and personalized detail.
4. Demonstrate the correct choice and use of hair finishing products.

SECTION EIGHT: ..... CHEMICAL TEXTURIZING ..... 17.5 HOURS

A. Permanent Waving Theory ..... 10.5 Hours

Outcome: ***Describe the physical and chemical phases of perming.***

1. History of perming.
2. Describe the physical phase of perming.
3. Describe the chemical phase of perming.
4. Describe the categories of perm solutions.

B. Hair Relaxing and Curl Reforming ..... **7 Hours**

Outcome: ***Describe the different types of hair relaxers and the effects of hair relaxers.***

1. Describe the different types of relaxers.
2. Describe the use of different hair relaxers.
3. Describe the effects of hair relaxers.
4. Describe the effects of curl re-forming.
5. Describe the safety precautions for hair relaxing and curl reforming.

SECTION NINE: ..... **HAIR COLOURING** ..... **17.5 HOURS**

A. Colour Theory ..... **7 Hours**

Outcome: ***Describe the categories of colour and effects on hair.***

1. Describe and apply the law of colour as it applies to the hairstylist trade.
2. Define terms related to the chemistry of hair colouring.
3. Describe existing hair colour including natural and artificial level, tone and intensity.
4. Describe the effects of developers in hair colouring.

B. Basic Colour Applications and Procedures ..... **7 Hours**

Outcome: ***Describe the basic colour application techniques and procedures.***

1. Describe the use of hair colouring tools and equipment.
2. Describe the basic colour application techniques and procedures.
3. Describe the procedures used to perform a predisposition test.
4. Describe the procedures used to perform a preliminary strand test.

C. Colour Formulations and Mixing ..... **3.5 Hours**

Outcome: ***Apply the law of colour to create and mix colour formulations.***

1. Describe the procedure to conduct a consultation and a pre-colour analysis.
2. Describe the basic colour formulations and mixing.

SECOND PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

NOTE: The safety and precautionary methods and procedures are to be reinforced throughout all of the training, when, and as, the subject matter is being practised or demonstrated.

SECTION ONE:..... ANATOMY AND PHYSIOLOGY..... 17.5 HOURS

A. Skeletal System .....3.5 Hours

Outcome: Describe the skeletal system.

1. Describe the skeletal system.
2. Describe the bones that are of primary concern to a hairstylist.

B. Muscular System .....3.5 Hours

Outcome: Describe the muscular system.

1. Describe the muscular system.
2. Describe the muscles of primary concern to a hairstylist.

C. Circulatory System.....3.5 Hours

Outcome: Describe the circulatory system.

1. Describe the circulatory system.
2. Describe the various arteries and veins that supply blood to the head, face and neck.

D. Nervous System .....2.6 Hours

Outcome: Describe the nervous system.

1. Describe the nervous system.
2. Describe the nerves that are of primary concern to a hairstylist.

E. Skin Structure and Disorders .....4.4 Hours

Outcome: Describe the skin structure and its disorders.

1. Describe the composition of the main divisions of the skin and the structures.
2. Describe the functions of the main divisions of the skin and the structures.
3. Describe the contagious and non-contagious disorders of the skin.

SECTION TWO: ..... CHEMICAL TEXTURIZING ..... 90 HOURS

A. Perming Techniques ..... 54 Hours

Outcome: ***Demonstrate the ability to perform perming techniques.***

1. Demonstrate the ability to select the proper rods for perming.
2. Demonstrate the use of specialty tools used in perming.
3. Demonstrate the ability to perform sectioning.
4. Demonstrate basic wrapping procedures.
5. Demonstrate the ability to select the proper type of permanent waves.
6. Demonstrate the ability to select the proper procedure to achieve desired result.
7. Demonstrate the wraps used for long hair.
8. Demonstrate the procedures for achieving desired results in perming.
9. Demonstrate the procedures for solving perming problems.

B. Methods of Hair Relaxing ..... 36 Hours

Outcome: ***Demonstrate the ability to perform methods of hair relaxing.***

1. Describe partial relaxing, its purpose and how to determine the correct product to use.
2. Describe the methods required to partially relax the hair.
3. Describe appropriate after care products for each type of relaxing service.
4. Demonstrate the procedure for chemical relaxing and curl reforming.
5. Demonstrate the techniques and procedures for soft curl permanent waving, curl diffusion, and relaxing permanent wave curl.
6. Demonstrate the use of tools used in hair relaxing.
7. Demonstrate partial relaxing and reforming procedures.
8. Identify possible relaxing problems and solutions.

SECTION THREE: .....SALON BUSINESS AND PROFESSIONAL DEVELOPMENT ..... 17.5 HOURS

A. Understanding Salon Staffing and Management ..... 5.25 Hours

Outcome: ***Describe the responsibilities of the staff to successfully manage a salon.***

1. Describe the duties of the receptionist.
2. Describe the proper business math and record procedures.
3. Participate in a simple bookkeeping system.
4. Describe salesmanship (add on service and retail), inventory (ordering and taking of stock) and displaying.
5. Understand the types of salon ownership.

B. Marketing and Client Building ..... 5.25 Hours

Outcome: Describe the skills involved to develop and maintain clients.

1. Describe the importance and techniques of services, retail sales and client building.
2. Identify the types of educational enhancements and trade publications available.
3. Describe the areas of specialization available to a hairstylist.

C. Professional Development ..... 7 Hours

Outcome: Describe the skills involved to develop a professional development plan.

1. Describe the importance of developing a professional plan.
2. Identify the types of educational enhancements and trade publications available.
3. Describe the areas of specialization available to a hairstylist.

SECTION FOUR: ..... HAIR COLOURING AND PRE-LIGHTENING (BLEACHING) ..... 90 HOURS

A. Hair Colouring ..... 27.75 Hours

Outcome: Demonstrate the ability to apply various colour techniques.

1. Demonstrate basic colour techniques and procedures.
2. Demonstrate the selection and formulation of colour products.
3. Describe tone, level and intensity of hair colour.
4. Explain the purpose and use of colour concentrates, intensifiers and toners.
5. Demonstrate the application techniques for temporary colours, semi permanent colours, permanent colours, demi-permanent colours and lighteners.
6. Demonstrate special-effects hair colouring techniques.
7. Identify possible hair colouring and bleaching problems and solutions.
8. Demonstrate the formulations for un-pigmented (Gray) hair coverage.

B. Pre-Lightening ..... 17.5 Hours

Outcome: Demonstrate the ability to pre-lighten hair.

1. Demonstrate the pre-lightening of hair.
2. Demonstrate the ten stages (degrees) of decolourizing hair.
3. Identity the categories of hair pre-lighteners and explain their purpose.
4. Identify the stages (degrees) of lightening (decolourizing) hair.
5. Demonstrate the formulation, application and processing of the various decolourizing and toning products according to manufacturers' directions.

C. Specialized Colouring Techniques ..... 36 Hours

Outcome: Demonstrate the ability to use specialized colouring techniques.

1. Demonstrate cap and foil methods of highlighting and low lighting techniques for partial and full head applications including retouch (new growth) procedures.
2. Describe and demonstrate special effects and dimensional colouring techniques.

D. Corrective Colouring ..... 8.75 Hours

Outcome: ***Demonstrate the ability to perform corrective colouring.***

1. Demonstrate the procedures and techniques required for corrective colouring.
2. Demonstrate colour removal, filling and toning.

SECTION FIVE: ..... HAIRSTYLING ..... 52.5 HOURS

A. Styling and Finishing Techniques ..... 26.25 Hours

Outcome: ***Demonstrate the ability to apply advanced styling techniques.***

1. Describe the methods for designing a hairstyle to complement the client's individual characteristics.
2. Demonstrate advanced finishing techniques.
3. Demonstrate the procedures for braiding.

B. Tools and Styling Products ..... 10.5 Hours

Outcome: ***Demonstrate the ability to use the tools and styling products.***

1. Demonstrate the use of specialty tools.
2. Demonstrate the use of styling products.

C. Specialty Techniques and Procedures ..... 15.75 Hours

Outcome: ***Demonstrate the ability to perform specialty techniques and procedures.***

1. Describe up-do, up style and special techniques and procedures.
2. Demonstrate accessorizing options.

SECTION SIX: ..... HAIRCUTTING ..... 70 HOURS

A. Haircutting Techniques ..... 35 Hours

Outcome: ***Demonstrate the ability to perform advanced haircutting.***

1. Demonstrate cutting curly/wavy hair.
2. Demonstrate razor and shear cutting.
3. Demonstrate texturizing techniques.
4. Describe current fashion trends.
5. Demonstrate tapered haircuts.
6. Demonstrate creativity in cutting hair.

B. Moustache and Beard Design ..... 7 Hour

Outcome: ***Demonstrate creativity in the designing and shaping of moustaches and beards.***

1. Describe the equipment and correct procedures to trim moustaches and beards.
2. Describe the correct shaving procedures.
3. Describe the safety procedures to follow when colouring moustache and beard.
4. Describe the correct procedures to shape and style a moustache with colour or non-colour wax.

C. Finishing and Personalizing Haircuts ..... 28 Hours

Outcome: ***Demonstrate finishing techniques and personalize haircuts.***

1. Describe current fashion trends.
2. Demonstrate finishing techniques and personalizing haircuts.

SECTION SEVEN: ..... SPECIALITY SERVICES ..... 8.75 HOURS

A. Wigs, Hairpieces and Additions ..... 2.625 Hours

Outcome: ***Describe the types, customizing and maintenance of wigs, hairpieces and hair additions.***

1. Describe and identify the use of different types of wigs, hairpieces and hair additions.
2. Describe the customizing of wigs, hairpieces and hair additions.
3. Describe the procedures to clean wigs and hairpieces.
4. Describe the care, fitting, colouring, and perming of human and synthetic wigs and hairpieces.
5. Identify safety precautions and sanitation procedures for wig or hairpiece services.

B. Facial Hair Removal ..... 2.625 Hours

Outcome: ***Describe the methods of facial hair removal.***

1. Describe the methods for the temporary removal of facial hair.
2. Describe the safety and sanitation procedures involved in facial hair removal.

C. Makeup Application ..... 3.5 Hours

Outcome: ***Demonstrate the basic application of makeup.***

1. Describe the factors involved in a facial make-up consultation.
2. Describe the correct application procedure for facial makeup.
3. Describe the ability to analyze facial contours and shapes to apply facial makeup.
4. Describe the safety and sanitation procedures involved in makeup applications.

SECTION EIGHT: ..... WORKPLACE COACHING SKILLS AND ADVISORY NETWORK ..... 3.75 HOURS

A. Coaching Skills ..... 1.25 Hours

Outcome: ***Describe workplace coaching and mentoring.***

1. Describe the coaching skills used for training apprentices.

B. Industry Network ..... 1.25 Hour

Outcome: ***Describe the Industry Network and its function.***

1. Describe the role and the purpose of the Advisory Network and Provincial Apprenticeship Committee.

C. Interprovincial Standards ..... 1.25 Hours

Outcome: ***Discuss Red Seal / Interprovincial Standards.***

1. Describe the National Occupational Analysis (NOA).
2. Describe the relationship between the NOA and Red Seal / Interprovincial examinations.
3. Discuss the roles of federal and provincial government in the development of Red Seal standards.
4. Discuss the role of industry in the development of Red Seal standards.
5. Explain the intent of the Red Seal exam as it relates to interprovincial mobility.
6. Describe sources of information on Red Seal standards and practice examinations.

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